
NATURAL RESOURCE STEWARDSHIP NETWORK

PROJECT INTRODUCTION

Printed: submit original and 6 copies

Attn: Linda Vane
Natural Resource Stewardship Network
King County Department of Natural Resources and Parks
201 South Jackson Street, Suite 600
Seattle, WA 98104-3855

Email: linda.vane@metrokc.gov

This form is available in alternative formats. To request a copy please contact Linda Vane
Email: linda.vane@metrokc.gov
Phone (206) 296-8042
TTY (206) 296-0100

Project Title _____

Estimated Amount of Request _____

Specific address of project (or attach a map) _____

Your Name _____ Daytime Phone _____

Email _____ Other Phone _____ Fax _____

Address _____

City _____ State _____ Zip _____

Your Organization _____ Employer ID Number (EIN) _____

Project sponsor (required if your organization is not a 501(C)3 non-profit, government, tribe or special district) _____

Contact _____ Day Phone _____

Email _____ Other Phone _____ Fax _____

Address _____

City _____ State _____ Zip _____

Please describe the purpose and outcomes of your project in a few sentences:

Authorized Signature _____ Date _____

Title _____

Your Project Introduction will include two required items:

1. This Cover Page
2. Project Narrative Part 1, questions 1 through 6 (no more than 3 single pages)

Optional items include Project Narrative Part 2, a work plan and a budget.

PROJECT NARRATIVE

Use the numbered sections and titles from the following outline to organize your Narrative.

Part 1. Required Information *Please use no more than 3 single pages and a legible font.*

1. **Background.** Briefly describe how and when your organization or group began, its primary mission and goals and, if applicable, qualifications of key staff, its incorporation status, and how it is funded.
2. **Problem to be Addressed.** What environmental problems does your project address? Does your project address other community problems as well? Has anything been done on the site in the past to address these issues, and by whom?
3. **Outcomes.** What do you hope to accomplish by your project? In other words, what will be the beneficial outcome[s]?
4. **Activities.** What activities do you plan to organize in order to achieve the project outcome[s]? (Answer questions such as what will be done, by whom, where, how much and how many.)
5. **Community.** How will you involve the community in your project? How will you make sure that the community will stay involved and take care of the project in the years to come? (This may include recruiting and training volunteers, finding project partners, community education, outreach, etc.)
6. **Technical Assistance.** What, besides funding, do you need to complete this project? (By that we mean anything non-monetary such as: assistance with a site plan or work plan, consultation with a biologist or soil scientist, plant list, soil maps, permits, equipment, etc.)

Part 2. Optional Information *Please use no more than 1.5 pages for questions 7-9.*

You may skip any of the following that you are unsure of. If you are invited to submit a final proposal, you will be asked to answer these questions at that time.

7. **Partners.** Who are your project partners and how will they help you? (Partners are groups or individuals who contribute to the project outcomes in a substantial way. Generally, your financial contributors or contractors who are paid to work on the project are not considered partners.)
8. **Evaluation.** How will you document, measure and evaluate the success of your project in improving the urban environment and encouraging stewardship?
9. **Legacy.** How will you sustain this project in the years to come and/or how will you make sure it continues to benefit the environment? If your project involves planting, a detailed three-year site maintenance plan will be required. Describe who will be responsible and how they will accomplish the tasks involved.

You may attach additional, relevant information to your Project Introduction such as letters of commitment from project partners or sponsors, site plans, or site maps.

WORK PLAN (OPTIONAL)

List in chronological order the steps or major activities you will take to achieve your outcome(s). Be as specific as possible and include intended tangible results. Also include actions you will take to maintain the project site for three years after completion. Projects receiving Natural Resource Stewardship Network (Network) funds typically must be completed within 12 months, but longer periods are possible.

[illegible]

PROJECT BUDGET (OPTIONAL)

Allowable costs include project coordination, supplies, materials, contracted services, and other direct costs. Indirect administrative overhead expenses (such as rent, phone) are not reimbursable under the grant. However, these administrative costs may be used to meet up to 10% of the required match.

A	B	C	D	E
Description of Expense	Network Grant Request	Cash or In Kind Match	Source of Match <small>(Indicate if match is secured or pending approval of an application.)</small>	TOTAL COST (B+C)
Personnel				
Travel				
Supplies/Equipment				
Contract/Professional Services				
Volunteer Labor/ Services				
Other (Specify)				
TOTAL				

In-Kind Match Volunteer labor should be valued at a rate that is comparable to the wage that would be paid for that type of work. Adult volunteer labor is usually valued at \$12.50/ hour except for donated professional services. Those professional services that are directly related and necessary to the project should be valued at the professional rate.